

STATE OF MAINE  
DIRECT HIRE CAREER OPPORTUNITY

**PERSONNEL ASSISTANT  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
CORRECTIONS' SERVICE CENTER  
TYSON BUILDING, AMHI COMPLEX  
AUGUSTA, MAINE 04333**

Date Issued: December 30, 2012

Date Closed: January 13, 2012

Pay Grade: 17

Bargaining Unit: Confidential

Job Class: Personnel Assistant

(0458)

Salary: \$29,244 - \$38,750/yr

Value of State paid Dental Insurance: \$13.42 bi-weekly

\*Value of State-paid Health Insurance

Level 1: 100% State Contribution (employee pays nothing): \$363.77 bi-weekly

Level 2: 95% State Contribution (employee pays 5%): \$345.58 biweekly

Level 3: 90% State Contribution (employee pays 10%): \$327.39 biweekly

Level 4: 85% State Contribution (employee pays 15%): \$309.20 biweekly

\* The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2010.

Value of State's share of employee  
retirement contribution =16.54% of salary.

**Description:** The primary purpose of this position is to learn and apply varying complex payroll rules described in six bargaining agreements, to provide critical input and to audit information provided by institutions for processing payrolls. This position will also be the primary control point for several designated institutional payrolls within the Department of Corrections. As well, this position will process complex human resource transactions, interpret and explain contract provisions, Civil Service rules and laws, review applications, prepare statistical reports, and other human resource functions as needed.

To be successful in this position, you will need to have knowledge in areas such as:

- State of Maine pay practices and procedures
- State, Federal Labor Laws related to compensation
- Collective Bargaining agreements

As well, you will need to have the ability to:

- Accurately calculate pay based on complex pay rules
- Accurately process employee information in the State of Maine employee data base
- Deal effectively with people
- Maintain payroll and human resource records
- Accurately apply complicated rules, policies, and procedures to payroll practices

**Minimum Qualifications:** A four (4) year combination of education, training, and/or experience which provides a basic knowledge of human resource administration functions AND complex payroll processing.

**Application Process:** Obtain applications at ([http://www.maine.gov/bhr/state\\_jobs/how\\_to/direct.htm](http://www.maine.gov/bhr/state_jobs/how_to/direct.htm)) by January 13, 2012 and submit to Brenda Hernandez, #111 SHS, Augusta, Maine 04333; fax 287-6092; e-mail [Brenda.j.hernandez@maine.gov](mailto:Brenda.j.hernandez@maine.gov).

***EEO/AA/MHF Employer***